

**U.S. DEPARTMENT OF LABOR  
WOMEN'S BUREAU**

**2015 PAID LEAVE ANALYSIS GRANTS  
(FOA-WB-15-01)**

**PROSPECTIVE APPLICANT WEBINAR**

Webinar Date: June  
24, 2015

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# OVERVIEW

- Program Purpose
- Award Information
- Eligibility
- Application Requirements
- Evaluation Criteria
- Applicant Tips and Reminders
- Questions

# PROGRAM PURPOSE

- Support research and analysis needed to explore, develop, implement, and/or improve paid family and medical leave programs at the State and municipal levels, as well as in U.S. Territories and Possessions and federally recognized Indian/Native American Tribes.

# PROGRAM PURPOSE

- Types of research and analysis:
  - Statistical analysis
  - Feasibility analysis
  - Economic-impact analysis
  - Financing, eligibility and benefit modeling
  - Education, outreach and marketing analysis for implementation purposes
- NOTE: Enactment of a paid family and medical leave program is *not* a condition of this grant.

# AWARD INFORMATION

- **\$1.25 million in grant funds available**
  - Up to 10 grants will be awarded
  - Up to \$250,000 per grant award
- **The period of performance is 12 months**
  - Anticipated start date: October 1, 2015

# ELIGIBILITY—GOVERNMENT ENTITY

- Government Entity: Eligible applicants include government entities from any of the following levels of government:
  - State
  - County
  - City or Township
  - U.S. Territory or Possession
  - Federally recognized Indian/Native American Tribe
- Minimum Estimated Population
  - County, City and Township applicants must have minimum estimated population of at least 100,000 residents
  - Indian/Native American Tribes must have minimum estimated population of at least 50,000 residents

# ELIGIBILITY—GOVERNMENT ENTITY

- **NOTE:** We will not award multiple grants to support research and analysis on behalf of a single jurisdiction at a particular level of government.
- **EXAMPLE:** *The Vermont Department of Labor and the Vermont Governor's Office are both interested in applying for this grant on behalf of the State of Vermont (that is, the funding would be used for research and analysis of a state-wide paid family and medical leave program). If each of these government entities applies separately, we will consider each application. However, only the higher-scoring of these two applications would be eligible for an award on behalf of the State of Vermont.*

# ELIGIBILITY—GOVERNMENT ENTITY

- **NOTE:** For the purposes of this grant program, each jurisdiction will be regarded as separate and distinct from jurisdictions at other levels of government.
  - **EXAMPLE:** *If the City Council of Burlington, VT, applies for this grant on behalf of the City of Burlington, we will consider that application as a city-government-level application on behalf of the City of Burlington—not as a state-government-level application on behalf of the State of Vermont. An award to the Vermont Governor's Office to conduct research and analysis on behalf of the State of Vermont would not preclude an award to the City Council of Burlington to conduct research and analysis on behalf of the City of Burlington.*



# ELIGIBILITY—MINIMUM ESTIMATED POPULATION

- Estimated populations determined by reference to specified U.S. Government data
  - County applicants:
    - *Annual Estimates of the Resident Population for Counties: April 1, 2010 to July 1, 2014*, <http://www.census.gov/popest/data/counties/totals/2014/CO-EST2014-01.html>.
  - City and Township applicants:
    - *Vintage 2014 Annual Estimates of the Resident Population for Incorporated Places of 50,000 or More, Ranked by July 1, 2014 Population: April 14, 2010 to July 1, 2014*,  
<http://www.census.gov/popest/data/cities/totals/2014/index.html>.
  - Tribal applicants:
    - *2013 American Indian Population and Labor Force Report*,  
<http://www.bia.gov/cs/groups/public/documents/text/idc1-024782.pdf>.
- NOTE: No other sources of data will be used to determine the estimated size of an applicant's population

# APPLICATION REQUIREMENTS

- SF-424 (“Application for Federal Assistance”)
- Project Budget
  - SF-424A
  - Budget Narrative
- Project Narrative
  - Up to 10 pages (double-spaced, single-sided; 8.5 x 11-inch paper; 12-point Times New Roman font; 1-inch margins)
- Attachments to the Project Narrative
  - Abstract (up to 2 pages; same formatting requirements as above)

# EVALUATION CRITERIA

1. **Statement of Need (up to 25 points)**
2. **Expected Outcomes and Outputs (up to 25 points)**
3. **Project Design (up to 30 points)**
4. **Organizational, Administrative, and Fiscal Capacity (up to 15 points)**
5. **Budget and Budget Justification (up to 5 points)**

# 1. STATEMENT OF NEED (25)

- Points will be awarded based on the extent to which the application demonstrates a comprehensive understanding of:
  - The need for research and analysis activities related to a paid family and medical leave program in the applicant's jurisdiction; and
  - How the proposed research and analysis activities will inform or advance the applicant's ability to expand an existing or implement a new paid family and medical leave program.

## 2. EXPECTED OUTCOMES AND OUTPUTS (25)

- Points will be awarded based on the extent to which the expected outcomes and outputs are clear, appropriate and realistic. This may be partially or wholly reflected by the extent to which the application:
  - Demonstrates a clear commitment to building the knowledge base necessary to explore, develop, implement and/or improve a paid family and medical leave program in the applicant's jurisdiction; and
  - Explains how this knowledge base could actually result in the development and/or implementation of a paid family and medical leave program within the applicant's jurisdiction.
- When awarding points for this section, we will also take into account the estimated number of individuals the applicant expects will be eligible to participate, over the course of a year, in the paid family and medical leave program it proposes to study.

### 3. PROJECT DESIGN (30)

- Points will be awarded based on:

- The extent to which the application reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs, and includes reasonable timelines for completion of work; the strength of the justification for the approach, which includes addressing any factors that might accelerate or decelerate the required work; and the degree to which the project takes into account barriers that may impact the project's success. (27 points)
- The applicant's commitment, as demonstrated through its project design, to develop knowledge about either or both of the following topics: (a) differences between men and women with respect to their leave-taking patterns; and (b) ways to promote equal leave-taking among men and women. (3 points)

## 4. ORGANIZATIONAL, ADMINISTRATIVE, AND FISCAL CAPACITY (15)

- Points will be awarded based on:

- Extent to which the organization has the capacity to carry out the proposed project;
- Level of qualifications and experience of personnel to fulfill the needs and requirements of the proposed project;
- Strength of the fiscal and administrative controls to properly manage Federal funds; and
- Capability of the organization to sustain project activities after Federal financial assistance ends.

## 5. BUDGET AND BUDGET JUSTIFICATION (5)

- Points will be awarded based on the extent to which the budget is reasonable in light of the amount requested and the activities outlined in the project narrative.



# APPLICANT TIPS AND REMINDERS

- Closing date for applications: July 15, 2015, at 4:00:00 p.m. Eastern Daylight Time
  - This is a firm deadline! Applications received after this deadline will not be considered.
- Applicants must have a DUNS Number
  - Get your DUNS Number for free at:  
<http://fedgov/dnb.com/webform/displayHomePage.do>.
- Applicants must register with the System for Award Management (SAM)
  - Instructions for registering with SAM are at:  
<https://www.sam.gov/portal/public/SAM/#1>.
- Useful information about Federal grant applications is available at:  
[http://www.doleta.gov/grants/Nonresponsive\\_Improvements\\_FA\\_Qs.cfm](http://www.doleta.gov/grants/Nonresponsive_Improvements_FA_Qs.cfm) and <http://www.grants.gov/web/grants/applicants.html>.

# QUESTIONS